



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date 2/9/73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received FEB 12 1973	Date Completed FEB 13 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Highways - Construction Section Office of Construction No. 2 Capitol Square Atlanta, Georgia 30334		4. Person to Contact R. M. Pryor	6. Tel. No. 656-5306
		5. Working Title Civil Engineer IV	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1965 - To Date

9. Exact Series Title

Project Status Report File

10. What is the function of the office in which this record series is created

The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges on the State highway system. This includes: highway and bridge construction, the inspection and testing of materials used in building and maintaining highways, issuing permits and enforcing compliance of over-weight and over-dimensional rules and regulations for the movement of vehicles on the State highway system, acquisition of all rights-of-way, vehicular and pedestrian traffic control, location and aerial surveys, preparation of construction plans and specifications, and the location of public utilities as related to the State highway system.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the weekly progress of contractors on construction projects.

Included are: Weekly Report of Progress and Time Charges (Form H.D. 488)
Project Status Report (EDP monthly printout)

The file is arranged chronologically, and thereafter alphabetically by contractor.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	4	6		.6	.9
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)	
				14	
				This Year's	Last Year's
					Preceding Year's
					All Prior Year's
			AVERAGE DAILY REFERENCES *daily reference, heavy- *report while compiling	*6	1-2
					-
					-

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☒ YES ☐ NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☒ YES ☐ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☒ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout? ☒ YES ☐ NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Federal Highway Administration Policy and Procedure Memorandum 30-9 states that time records must be maintained for 4 years.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ Other

then:

- ☐ Hold in the current files area _____ month(s)/ _____ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☒ Other: (Specify)

Weekly Report of Progress and Time Charges: hold in current file area 1 year; then destroy.

Project Status Report: hold in current files area 4 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 2/8/73

26. Recommendations

☒ Approved ☐ Disapproved

Head of Agency/Designee

Date 2/9/73

in Paragraph

State

☒ Approved ☐ Disapproved

Department of Audits/Designee

Date 2-13-73

25 are:

Records

☒ Approved ☐ Disapproved

Secretary of State/Designee

Date 2-12-73

Committee

☐ Approved ☐ Disapproved

Department of Law/Designee

Date 2-13-73

Weekly Project Status Report

Explanation of yes answers to Questions 14-23

14. Copies of the Weekly Report of Progress and Time Charges are filed at the General Office and the district offices. The record copy is maintained at the district offices; it is filed in the project file. The copy filed at the General Office is a working file used to prepare the Project Status Report.
15. The Weekly Reports of Progress and Time Charges are summarized in the Project Status Report.
18. The series could be reconstructed using the district office copies.
20. The Weekly Report of Progress and Time Charges provides the data for the Project Status Report.
21. The Project Status Report is an EDP printout.
22. The Federal Highway Administration requires that project time records be retained for 4 years.

RATIONALE: The recommended retention periods satisfy Federal and Administrative requirements.